



# IMPORT INSTRUCTIONS CUSTOMS ORDER

**Please return the documents to:**

DHL Hub Leipzig GmbH, Customer Database Coordinator, Postfach 11 11, 04435 Schkeuditz  
E-Mail: lejhubcdb@dhl.com    Telefax: +49 (0) 341 / 4499 88 6104

**Do you have any questions?****Give us a call.**

Telephone: +49 (0) 341 / 4499 4480

**Company test**

Company

Streest XD

Street, No.

00000

Telephone

111111

E-Mail

**DHL Number**

DHL EXPRESS account number (optional)

ZIP

ZIP, City

CITY

Fax

444444

Contact

**CDB-reference**

CDB-reference (optional)

**EORI-NUMBER**

Economic Operators' Registration and Identification number

E	O	R	I	N	U	M	B	E	R	2	0	2	5	0	0	0
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**BRANCH NUMBER**

B	R	A	N
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» A branch number is only to be indicated if this has been assigned by the master data management of the Customs Authorities to a non-legal part of the company (branch or commercial unit). If you have a branch number, please send us the confirmation letter of the Customs Authorities. Further information regarding the EORI number can be found under zoll.de.

DHL Express Germany GmbH and the importer agree the customs clearance for incoming import shipments until revoked in writing. For this purpose, the importer grants DHL Express a power of attorney for direct customs representation in the name and for the account of the importer for the customs declaration with the specified EORI number. This authorization also entitles to grant a sub-authorization. The sub-authorization entitles to act as a customs representative and to grant a further sub-authorization. Customs clearance is performed by DHL Express itself or DHL Hub Leipzig GmbH or DHL Airways GmbH as customs service providers and sub-authorized representatives of DHL Express. DHL Express and its customs service providers are entitled to further subcontract and sub-authorized third parties. Annex I for the settlement of import duties and customs services is an integral part of this order.

If available, the importer shall provide DHL Express with a goods tariff list (incl. eleven-digit goods tariff number) as well as any permits required for clearance or valid binding information (e.g. binding customs tariff information). The importer is aware that incorrect or missing information and documents for the customs declaration may lead to a different assessment or subsequent levying of import duties for which he is responsible. The importer therefore assures that he has provided all information and documents completely and correctly.

The authorized direct representation in accordance with Article 19 of the Union Customs Code also includes the application for post-clearance recovery, reimbursement or remission in the case of customs declarations to be amended or the invalidation of the customs declaration. The importer is aware that the actions of DHL Express or its customs service providers and sub-agents as its direct representative have direct legal effect against it.

We are eligible for deduction of prior VAT:



YES



NO

VAT-ID: VATID

» A company is entitled to prior VAT who are not subject to the small business operator regulations (§19 UStG) and raises VAT to its revenues.

**MY NAME**

Name (in capital letters)

**CITY DATA**

City, date

Valid customer signature

Company stamp



## ANNEX I

# BILLING OF IMPORT DUTIES AND TAXES

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### Do you have any questions?

#### Give us a call.

Telephone: +49 (0) 341 / 4499 4480

SSS

Company

Street, No.

DHL EXPRESS

DHL EXPRESS account number (optional)

CDB-reference (optional)

ZIP, City

## BILLING OF IMPORT DUTIES AND TAXES

### ☐ USING A OWN DEFERMENT ACCOUNT

Customs duties and taxes are debited directly via the customer's own customs deferment account. The fixed import duties are not due until the 16th of the following month and are collected directly by the customs payment office. **The customer provides the necessary information using the additional "Deferment account" form (> download).** Billing of used customs services and expenses may be only invoiced on invoice.

» Note: For more information on how to apply a deferment account, please visit [www.zoll.de](http://www.zoll.de)

## OPTIONS FOR PAYMENT ON INVOICE

### ☐ A. Issue a direct debit authorisation via a valid SEPA mandate for your DHL Express account number

When issuing a SEPA mandate, you will receive a 50 % discount on the costs incurred for using DHL's own deferment account. The additional fee is therefore only 1 % of the import duties paid, but at least EUR 6.25 plus VAT per item handled (Service Duty Tax Processing). DHL Express Germany GmbH is, however, not obliged to utilise its own deferment accounts and may refuse customs clearance of shipments in individual cases and for valid reasons at its own discretion. The invoiced amounts are due for payment within 7 days, unless otherwise agreed in writing.

» Note: Just use our DHL Express authorization form (> download).

☐ Not required, DHL Express has already a valid SEPA mandate.

### ☐ B. Transfer of customs duties and taxes disbursed by DHL Express Germany GmbH

In the case of bank transfer, the additional fee for the use of DHL's own deferment account is charged as standard in the amount of 2 % of the disbursed import duties, but at least €12.50 plus VAT, per shipment handled (Service Duty Tax Processing). Invoiced amounts are due for payment within 7 days, unless otherwise agreed in writing.

Storage as a result of delays attributable to the customer is subject to a storage fee of EUR 11 per shipment and per day + EUR 0.22 per kg/day plus VAT from the 3rd day. Customs clearance is included for up to 5 items subject to-goods tariffs. Starting with the 6th item subject to a goods tariff, there will be a charge of EUR 5.00 plus VAT per item. Paper-based customs clearance (luggage or shipment for private purposes) is charged at EUR 45.00 and returned goods at EUR 40.00 plus VAT per shipment. In the case of multilingualism, the German version is legally binding. This Agreement shall be governed by German law. The court of jurisdiction is Bonn.

DHL Express Germany GmbH  
Management:

Chairman of Supervisory Board:

Registergericht Bonn, HRB 13192  
Mustafa Tonguc (Chairman), Kris Van Humbeek

Sabine Müller



DHL Hub Leipzig GmbH and DHL Express  
Germany GmbH are approved as Authorized  
Economic Operator: AEO C/S 100593

## NOTES ON CUSTOMS CLEARANCE OF YOUR IMPORT SHIPMENTS

**In order to avoid delays in the customs clearance of your import shipments, we ask you to observe the following advices.**

### EORI number

*(Economic Operators' Registration and Identification Number – Number to identify economic operators)*

Customs clearance without a valid EORI number is not possible. Therefore we need your EORI number for the customs clearance of your shipments. This number must be registered with a legal entity permanently resident in the EU. Information on the EORI number can be found on the official website of German customs [www.zoll.de/EN/](http://www.zoll.de/EN/)

### Customs clearance order

*(Power of attorney to handle your import shipments)*

In order to be able to clear shipments quickly and permanently for free circulation, we ask you to issue a **general customs clearance order**. This is valid until revoked and authorizes DHL HUB Leipzig to register your import shipments on your behalf and for your account (direct representation) **without prior time-consuming contact**. Further information on general customs clearance via DHL Express is available on our website at [www.dhl.com/en/express/customs\\_support.html](http://www.dhl.com/en/express/customs_support.html)

### Commercial-/ Pro forma invoice

*(Shipment accompanying paperwork as a basis for the customs declaration of your shipment in the import country)*

**Under-valuation shipments** repeatedly lead to delays in customs clearance. Point out to your supplier the **correct value of the goods**, i.e. the amounts you actually pay to your supplier (in the case of a commercial invoice) or the realistic market value (in the case of a pro forma invoice). At the most during a customs inspection, unpleasant questions from the customs authorities can arise if the value of the goods is incorrect. If the **shipment recipient is different from the importer**, a distinction must be made between the shipment recipient (SHIP-TO) and invoice recipient (BILL-TO) on the commercial or pro forma invoice. This simplifies the correct assignment of the shipment to a customs clearance order. In addition to an **exact description of the goods** (e.g. condition, material, intended use), it is also essential to state a goods **tariff number** (HS code, at least 6 digits) and to indicate the **transport costs** and possible **surcharges** (e.g. transport insurance) for a correct declaration of your shipment. Please also make sure that you specify an **Incoterm** correctly. If this is not available, we must declare the goods with EXW (ex works).

### Commodity tariff list

*(Classification of your goods and assignment of the correct goods tariff number)*

Do you have a goods tariff list (article number & article description versus goods tariff number)? Then send it to us for the correct tariff classification of your goods: [lejhubcdb@dhl.com](mailto:lejhubcdb@dhl.com). Please let us know whether we can rate the goods to be imported ourselves to the best of our knowledge and belief or whether we should notify you in this case for clearance authorization with costs.

## DO YOU HAVE QUESTIONS REGARDING YOUR IMPORT INSTRUCTIONS?

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Then please send an e-mail to [lejhubcdb@dhl.com](mailto:lejhubcdb@dhl.com)

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